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| Emergency shelter: |  |
| **Date commenced:** |  | **Date completed:** |  |

| Date | Time 24hr | Communication method and direction - in or out | Communicationto or from name | Details | Action completedY or N, Date |
| --- | --- | --- | --- | --- | --- |
| <6/11/24> | <12:00> | T – TelephoneE – Electronic: email or WebEOCV – verbalN - Notes<E – In> | <John Smithshelter manager> | <Prepare to activate shelter> | <Y - 7/11/24> |
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